

DESTRUCTION OF ELECTION MATERIALS - s.7.23, Stats.

The following chart is designed to assist clerks in determining when to destroy election materials. Materials and supplies associated with an election may be destroyed according to the following chart unless there is a recount, notice of an election contest, or any contest or litigation pending with respect to the election. All materials and documentation associated with a federal election must be retained at least 22 months after the election.

| MATERIALS | DESTRUCTION DATE |
|--|--|
| Contents of a blank ballot box | Designation of clerk* |
| Unused ballots and materials | Designation of clerk* |
| Voter serial number slips | Designation of clerk* - 22 months after the election for federal offices |
| Voting machine recorders | 14 days after a primary; - 21 days after an election** |
| Detachable recording units on electronic voting equipment | 14 days after a primary; - 21 days after an election*** |
| Ballots (state, county, local offices) | 30 days after election |
| Ballots (federal offices)**** | 22 months after election |
| Applications for absentee ballots | 90 days after the election |
| (for federal election ballots) | 22 months after the election |
| Forms associated with the election such as tally sheets, inspectors' statements, and nomination papers | 90 days after the election 22 months after the election for federal offices |
| Official Canvass Statements | 10 years after the election |
| Registration and poll lists - Nonpartisan primaries and elections | 2 years after the election for which they were created |
| Registration and poll lists - Partisan primaries and elections | 4 years after the election for which they were created |
| Canceled Registration Cards | 4 years after cancellation |
| Election Notices | 1 year after the election 22 months after the election for federal offices |
| Proofs of publication and correspondence relative to publications | 1 year after the election 22 months after the election for federal offices |
| Campaign Registration Statements | 6 years after termination by the registrant |
| Campaign Finance Reports | 6 years after the date of receipt |

* The suggested destruction time is after the deadline for the filing of a recount petition (3 business days after the canvass is completed), if no recount is pending.

** The Governor may by order permit the clearing of voting machine recorders before this date if a special election is called.

*** Before units can be cleared or erased, the information must be transferred to a disk or other recording medium and retained for 22 months.

**** Federal offices are President of the United States, United States Senator, and Representative in Congress.